Modifying a Project

Once you have entered data into a field, you might want to make changes to it. You can edit task fields, insert new task rows, or delete existing tasks. You can also change Microsoft Project's default settings to customize a project to suit your needs or your customer's needs.

Opening an Existing Project

You open an existing project using the File Open dialog box, shown in **Figure 2-1**. Besides specifying a project file to open, you can also tell Microsoft Project to search for a particular file based on a set of criteria, such as a word or property it contains. The File Open dialog box also contains several tools that let you change the view in the File Open dialog box. Most of these tools, similar to those used in Explorer, will be familiar to you already.
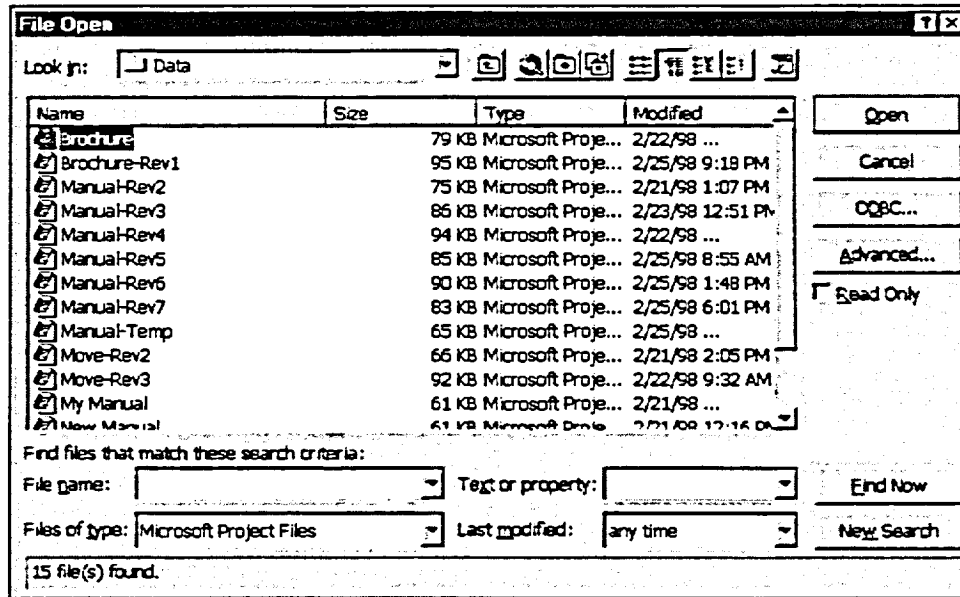

Figure 2-1: The File Open Dialog Box